



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Senior Administrative Assistant

The City of Falls Church is recruiting for a full-time Senior Administrative Assistant to plan, supervise and participate in providing lead administrative support services to the Library Director at the Mary Riley Styles Library.

Responsibilities:

- Prepares, handles and maintains a wide variety of responsible confidential administrative and technical assignments and documents for the library, including financial and personnel records, expenditure and revenue reports
- Maintains complex filing systems and financial and statistical reports for library
- Supervises the full time library custodian
- Troubleshoots and oversees contractual maintenance of library equipment
- Takes and prepares monthly minutes for the Library Board of Trustees and prepares meeting packets
- Assists with the Library's budget preparation
- Orders equipment, supplies, library materials, maintains contracts for library equipment
- Pays all library bills and follows up with any financial issues regarding billing; reconciles financials monthly
- Prepares spreadsheets, composes and types letters in accordance with City policy independently or from brief instructions
- Helps formulate policies and procedures and is a member of the Library's Management Team

Qualifications:

- Graduation from high school (preferably two years of college or university) plus course work in office technology or related field
- Considerable increasingly responsible experience in office management, purchasing, accounting, administrative and supervisory work in a municipal function, preferably a public library
- Thorough knowledge of software such as Microsoft Office 2010 (in particular Excel and Word), Windows 7 and Munis preferred
- Thorough knowledge of standard office practices, procedures, equipment and office assistance technique and business English and spelling
- Thorough knowledge of the functions, methods, policies, and responsibilities of a public library is a definite plus
- Demonstrated ability to solve problems within scope of responsibility, establish and maintain effective working relationships with associates
- Demonstrated ability to operated automated data systems and personal computer equipment, and to transcribe notes for minutes

- Demonstrated ability to use discretion and judgment in the possession of confidential information
- Knowledge of facility maintenance preferred
- Supervisory experience
- Proven success in dealing with the public, using tact, diplomacy and good judgment; business office behavior and etiquette
- Notary certification preferred

Hours: Monday through Friday from 8:30 a.m. – 5:00 p.m., plus one evening per month

Salary & Benefits: \$41,820 + depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See www.fallschurchva.gov for additional information.

To Apply: Send City application or resume to City of Falls Church, HR Div, 300 Park Ave, Falls Church, VA 22046 or hr@fallschurchva.gov

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free